

Paul J. Miller
Cover Letter

July 24, 2017

Attn: Jennifer Yamnitz

Dear Search Committee:

It is with great enthusiasm that I write to express my interest in the CALS Coordinator, Recruitment position in the College of Agriculture & Life Sciences at the University of Arizona. Your department's innovative and entrepreneurial reputation, coupled with your ambitious growth strategy, makes this an ideal position to showcase my professional skills.

It is my hope to bring my 24 years of experience of working in higher education, my extensive recruitment knowledge, my experience with working with diverse populations and college/community stakeholders, and my proven skills as an effective leader, marketer, and communicator, to this position to ensure the College of Agriculture & Life Sciences meets and exceeds its recruitment goals.

The CALS Coordinator, Recruitment position appeals to me for several reasons. I am very familiar with coordinating and implementing recruitment programs for Transfer Enrollment at The University of Arizona. One example of my experience in the aforementioned area is STU 210 "Transfer Strategies." This course is a joint venture between The University of Arizona and our largest community college partner, Pima Community College. My role is to work with STU faculty and administrators to assure course curriculum stays relevant and to make sure the UA component goes off without any glitches. Another of my responsibilities is to insure that students are introduced to UA programs and services they need to know to make a seamless transition. Through STU 210, I am also comfortable with working with faculty, advisors, and department heads across UA. In my current position I am intimately involved in transfer marketing and communications projects. I assisted our Marketing Team in the development and yearly update of our Transfer Fair Piece and Veterans Brochure. Lastly, I am responsible for recruitment in Southern Arizona and deep and lasting relationships with community college contacts in my territory. Also, I developed my department's joint recruitment efforts with Pima Community College and am very familiar with high school recruitment in the Tucson area.

I believe my innate leadership skills; my vast recruitment experience, and my knowledge of The University of Arizona makes me a powerful candidate. Included is my resume for consideration. If you need additional information, please do not hesitate to contact me.

Sincerely,

Paul J. Miller, MLS.